



Natural Resources Conservation Service
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March 9, 2007

PENNSYLVANIA BULLETIN NO. PA450-7-2

SUBJECT: TCH –Farm Service Agency (FSA) Update of All Records.

Purpose: To Notify Users of changes in ProTracts.

Expiration Date: September 30, 2007

Background: FSA is in the process of updating all farm eligibility records for 2007. All eligibility flags for FY2007 were set to “N” (no) and will be reset to “Y” (yes) once FSA verifies that all eligibility records including signature authorities are complete.

To reduce the impact of this process on NRCS contract administration, ProTracts was reprogrammed to use FY2006 eligibility information prior to approving a modification or payment for 2006 and earlier contracts.

For applications being considered for 2007 funding, ProTracts has been using the 2007 eligibility information. FSA agreed to give a high priority for updating eligibility records for 2007 program applicants with a likelihood of being offered a contract. These include applications in the approved and pre-approved category. On a recent national teleconference, FSA was updated regarding the April 30, 2007 deadline for committing EQIP and WHIP program funds and the need to have those applicants' eligibility information updated.

Action: For 2007 EQIP applications, update the eligibility in ProTracts when it is apparent the application is likely to be funded at the pre-approved level. If you are unable to update eligibility in ProTracts, check with FSA to determine if they have the necessary information (AD-1026, CCC-526, and CCC-501A) from the client to update their eligibility database for these likely to be funded contracts. If FSA does not have the required eligibility information, the client needs to be notified immediately to update their eligibility record with FSA. Do this as soon as possible. Do not wait until the approval deadline to determine eligibility. It may take three to four weeks for FSA to process the eligibility for clients that have records involving several entities in their business. An application cannot be approved for funding until the client meets all eligibility requirements.

Beginning approximately June 1, 2007, ProTracts will link to FSA 2007 eligibility database for ALL eligibility verifications, both current year and prior year actions. If you anticipate a payment being made after June 1, 2007 for a prior year contract (2006 and earlier), update the eligibility in ProTracts as soon as possible to allow time for completing and processing the eligibility data.

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For NRCS clients, it is our responsibility to inform our clients to complete all eligibility forms and submit to their local FSA office for entry into the FSA eligibility database.

Remember that updating eligibility does not automatically require participants to re-file information; if everything in their eligibility case file is complete and no changes have been made FSA can verify eligibility based on the existing case file.

The following website is available to check a client's eligibility. eAuthentication is required to access this website.

<https://indianocéan.sc.egov.usda.gov/Subsidiary/Subsidiary.do>

After successfully accessing the website, select Customer Search (SCIMS Screen should appear). Narrow the search by selecting the State and Service Center. Search and select your customer. Select Subsidiary Print. Select 2007 and fields to print and submit. The Subsidiary Report should appear for the client.

If you have any questions or need further assistance contact Richard Shockey at (717) 237-2217 or Travis Watkins at (717) 237-2147.

/s/ Gary Smith, Acting State Conservationist

CRAIG R. DERICKSON
State Conservationist

Distribution: AE